



**PUBLIC PROTECTION CABINET
DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION
REQUEST TO INSPECT PUBLIC RECORDS
PURSUANT TO KRS CHAPTER 61**

*Please return this form to: Department of Housing, Buildings and Construction, Attn: Records Custodian,
101 Sea Hero Road, Suite 100, Frankfort, Kentucky 40601-5412 or fax to 502-573-1057*

Current Date: _____

I hereby request to ☐ inspect or ☐ receive copies of the following documents: *(please be specific)*

PROJECT NAME & ADDRESS: _____

Submitted by: _____
Please print name clearly

Signature of person requesting records

Please state if for a commercial purpose:

☐ Yes ☐ No

Company Name: _____

Address: _____

Telephone: () _____

Fax: () _____

TO BE COMPLETED BY DEPARTMENT PERSONNEL

DISPOSITION

The following disposition of the above request is recommended:

- ☐ Copies of records cannot be made available until approximately _____.
☐ The records are available for inspection and copying 8 a.m. to 4:30 p.m. Monday-Friday.
☐ The attached records are what we have, as requested.

Total number of written documents: _____ @ _____

Total number of copies of non-written records: _____ @ _____

Total cost: _____ Cash ☐ Check ☐ Money Order ☐

APPROVED FOR MAILING:

Records Custodian Date

Program Manager Date

Section/Division